Instructions for Completing the Illinois Voluntary Acknowledgment of Paternity

PURPOSE: The Voluntary Acknowledgment of Paternity (hereafter called VAP) legally establishes the biological father and child relationship (when the biological father is not married to the child's mother) and allows the biological father's name to be placed on the birth certificate. The biological father becomes the legal father of the child when the VAP is properly signed and witnessed, creating certain legal rights and responsibilities for the child and the parents.

If the mother is or was married to a man who is not the biological father when the child was conceived and/or born, a Denial of Paternity (hereafter called the Denial) must be signed and witnessed before the mother and biological father may sign the Acknowledgment (refer to instruction 2 below).

PLEASE READ ALL PARTS OF THIS FORM, INCLUDING THE INFORMATION REGARDING YOUR RIGHTS AND RESPONSIBILITIES BEFORE COMPLETING THIS FORM.

1. The VAP may not be signed before your child is born.

2. The mother must indicate "yes" or "no" if she is or was married at the time of conception and/or upon the birth of the child, and the husband/ex-husband is not the biological father. The husband/ex-husband and mother must sign the Denial and the mother and biological father must sign the VAP to establish legal paternity and place the biological father's name on the birth certificate. **If the husband/ex-husband and the mother do not sign the Denial, the husband/ex-husband is presumed to be the father of the child and his name, by law, must be placed on the birth certificate.**

3. Each person must sign and date all forms in front of a witness. A witness must be an adult age eighteen or older but cannot be the parents or the child named on the VAP.

4. If you are completing the VAP (and Denial, if necessary) at the hospital when the child is born, hospital staff will add the biological father's name to the birth certificate.

5. You may complete the VAP (and Denial, if necessary) after you leave the hospital.

6. You may complete the VAP (and Denial, if necessary) for a child born in another state when the biological father was not married to the mother of the child.

7. When the VAP (and Denial, if necessary) is not completed at the hospital, the parents must sign and date the form(s) in front of an adult witness.

8. Send two copies to the Department's:

   Administrative Coordination Unit (ACU)
   110 West Lawrence Street
   Springfield, Illinois 62704

   To ensure that the biological father's name is placed on the child's birth certificate, the ACU will then send the completed VAP (and Denial, if necessary) to either the:

   1. Illinois Department of Public Health, Division of Vital Records (for Illinois births), or
   2. Vital Records Office in affected state (for out of state births)

NOTE: Forms that contain errors will be rejected. As a result, paternity is not established and the biological father's name will not be placed on the birth certificate.

FOR MORE INFORMATION about completing the VAP, read the flyer "Two Parents…Give Your Child HOPE." You may obtain the flyer by asking hospital staff, state and local registrars, county clerks, Department of Human Services offices or Child Support Services offices. You will also be given a child support services application if you are not currently receiving public assistance.

Spanish versions are available upon request and on the Department's website (www.childsupportillinois.com), but may be used for translation purposes only. The **Spanish versions are not acceptable as legal documents**. Only the English version of the documents may be signed and witnessed.

SI LAS PIDE, TENEMOS VERSIONES EN ESPAÑOL DISPONIBLES Y EN EL SITIO DEL DEPARTAMENTO EN EL INTERNET EN (www.childsupportillinois.com), PERO SÓLO SE PUEDEN USAR PARA PROPÓSITOS DE TRADUCCIÓN. **LAS VERSIONES EN ESPAÑOL NO SON DOCUMENTOS LEGALES ACEPTABLES**. SÓLO LA VERSIÓN EN INGLES DEL DOCUMENTO SE PUEDE FIRMAR Y ATESTIGUAR.

If you have any questions relating to the child's birth certificate, please contact the Department of Public Health's Division of Vital Records at www.idph.state.il.us/vitalrecords or 217-782-6554.

If you have any questions relating to completing this form, please call the Child Support Customer Service Call Center at 1-800-447-4278.